

Embassy of the United States of America
Student Internship Program 2008

The Thai student internship program will be offered from March 17 to May 16, 2008 during the summer break.

Applicants must meet the following criteria:

- (a) must be an active student at an accredited university;
- (b) must have already completed two years of studies in the university;
- (c) is at least 18 years old; and
- (d) must have his/her school's endorsement.

Interested students must submit an application with a letter of certification of student status **through the university's Student Affairs Office no later than November 23, 2007.**

Students must identify the position number(s) of the position(s) they are applying for on their applications.

Vacancy Announcements and Application Form can be retrieved at
U .S. Embassy Student Internship Program 2008 Website
URL: http://bangkok.usembassy.gov/job_opportunities.html

Embassy of the United States of America
Student Internship Program 2008

[SIP#2008/1](#) American Citizen Services Unit, Consular Section
(1 position)

[SIP#2008/2](#) Fraud Prevention Unit, Consular Section (1 position)

[SIP#2008/3](#) Immigrant Visa Unit, Consular Section (1 position)

- [SIP#2008/4](#) Non-Immigrant Visa Unit, Consular Section (2 positions)
- [SIP#2008/5](#) JUSMAGTHAI (1 position)
- [SIP#2008/6](#) Cultural Unit, Public Affairs Section (1 position)
- [SIP#2008/7](#) Information Resources Center, Public Affairs Section
(1 position)
- [SIP#2008/8](#) Economic Section (2 positions)
- [SIP#2008/9](#) Regional Employee Development Center (1 position)
- [SIP#2008/10](#) Political Section (2 positions)
- [SIP#2008/11](#) Protocol Office (1 position)
- [SIP#2008/12](#) Financial Management Center (2 positions)
- [SIP#2008/13](#) Regional Human Resources Office (2 positions)
- [SIP#2008/14](#) Local Security Office (LSY), Regional Security Office
(2 positions)
- [SIP#2008/15](#) Foreign Commercial Service (1 position)
- [SIP#2008/16](#) U.S. Patent and Trade Mark Office (1 position)

[SIP#2008/17](#) Human Resources Section, Executive Office, United States Agency for International Development (1 position)

[SIP#2008/18](#) Property Management Section (PPM) and Procurement Section, Executive Office, United States Agency for International Development (1 position)

[SIP#2008/19](#) Office of Public Health (OPH), United States Agency for International Development (2 positions)

[SIP#2008/20](#) Regional Office of Procurement (ROP), United States Agency For International Development (2 positions)

[SIP#2008/21](#) Afganistan Procurement Support Office (APSO), United States Agency for International Development (1 position)

[SIP#2008/22](#) Regional Environment Office (REO), United States Agency for International Development (1 position)

[SIP#2008/23](#) General Development Office (GDO), United States Agency for International Development (2 positions)

[SIP#2008/24](#) Office of U.S. Foreign Disaster Assistance (OFDA), United States Agency for International Development (1 position)

[SIP#2008/25](#) Office of Financial Management (OFM), United States Agency For International Development (1 position)

[SIP#2008/26](#) Center for Disease Control (CDC), Nonhaburi Office (2 positions)

[SIP#2008/27](#)

Container Security Initiative (CSI), Laem Chabang Office
(1 position)

SIP#2008/1 (One position)

Office / Organization: American Citizen Services Unit, Consular Section

Job Description:

- Provide customer service to customers seeking routine consular assistance (passport, report of birth, notary services);
- Respond to telephonic requests for consular information;
- Assist with routine filing and archiving;
- Assist FSNs in the handling of emergency ACS cases (death, arrest, and repatriation);
- Perform any non-security related tasks as assigned by ACS.

Job Qualifications:

- Candidate must demonstrate a proficiency in Microsoft Word, Excel, PowerPoint and Internet skills.
- Candidate must be proficient in English and Thai.
- Candidate must possess strong interpersonal oral and written communication skills and have the ability to work self-directed.

Number of required hours: 40 per week (Flexible)

Paid / unpaid: Unpaid

SIP#2008/2 (One position)

Office / Organization: Fraud Prevention Unit, Consular Section

Job Description:

- Make follow-up phone calls to visa applications;

- Enter result of phone calls into Validation Study Access Database;
- Enter data from marriage affidavits received from Embassy Phnom Penh onto Access database;
- Perform any non-security related tasks as assigned by FPM.

(Note: Intern will be limited on the access to the system. Access database used for this purpose is not security related.)

Job Qualifications:

- Candidate must demonstrate a proficiency in Microsoft Word, Excel, PowerPoint and Internet skills.
- Candidate must be proficient in English and Thai.
- Candidate must possess strong interpersonal oral and written communication skills and have the ability to work self-directed.

Number of required hours: 40 per week (Flexible)

Paid / unpaid: Unpaid

SIP#2008/3 (One position)

Office / Organization: Immigrant Visa Unit, Consular Section

Job Description:

- Assist local staff with intake of documents for interviews;
- Prepare Packet 3 documents and mass mailings;
- Assist local staff with phone calls, filing, and waiting room facilitation;
- Occasionally assist officers with translations;
- Assist local staff in providing information to applicants and petitioners at the inquiry window.

Job Qualifications:

- Candidate must demonstrate a proficiency in Microsoft Word, Excel, PowerPoint and Internet skills.
- Candidate must be proficient in English and Thai.
- Candidate must possess strong interpersonal oral and written communication skills and have the ability to work self-directed.

Number of required hours: 40 per week (Flexible)

Paid / unpaid: Unpaid

SIP#2008/4 (Two positions)

Office / Organization: Non-Immigrant Visa Unit, Consular Section

Job Description:

- Assist in web page content updates;
- Make occasional presentations with the Student Outreach Coordinator to exchange organizations and student groups;
- Occasionally assist officers with translations;
- Assist NIV section with data management projects;
- Assist local staff with phone calls, filing, and waiting room facilitation.

Job Qualifications:

- Candidate must demonstrate a proficiency in Microsoft Word, Excel, PowerPoint and Internet skills.
- Candidate must be proficient in English and Thai.
- Candidate must possess strong interpersonal oral and written communication skills and have the ability to work self-directed.

Number of required hours: 40 per week (Flexible)

Paid / unpaid: Unpaid

SIP#2008/5 (One position)

Office / Organization: JUSMAGTHAI

Job Description:

- Provide clerical support to a full range of office operations including phone calls, filing, and data entry;
- Assist to organize seminar programs;
- Occasionally assist with translations;

Job Qualifications:

- Candidate must demonstrate a proficiency in Microsoft Word, Excel, PowerPoint and Internet skills.
- Candidate must be proficient in English and Thai.

- Candidate must possess strong interpersonal oral and written communication skills and have the ability to work self-directed.

Number of required hours: 40 per week (Flexible)

Paid / unpaid: Unpaid

SIP#2008/6 (One position)

Office / Organization: Cultural Unit, Public Affairs Section

Job Description:

- Provide support for educational and cultural exchanges programs, speakers program, international visitor program;
- Assist with logistics, organizing receptions, digital video conference, arranging lodging and travel for staff and guests, and arranging appointment;
- Create brochures and help at educational advising events.

Job Qualifications:

- Candidate must demonstrate a proficiency in Microsoft Word, Excel, PowerPoint and Internet skills.
- Candidate must be proficient in English and Thai.
- Candidate must possess strong interpersonal oral and written communication skills and have the ability to work self-directed.

Number of required hours: 40 per week (Flexible)

Paid / unpaid: Unpaid

SIP#2008/7 (One position)

Office / Organization: Information Resources Center, Public Affairs Section

Job Description:

- Assist in monitoring and organizing inventory of all printed resources;
- Assist in managing data and information;

- Assist in providing logistic support and documentation preparation;
- Assist in monitoring and updating website.

Job Qualifications:

- Candidate must demonstrate a proficiency in Microsoft Word, Excel, PowerPoint, Dreamweaver and Internet skills.
- Candidate must be proficient in English and Thai.
- Candidate must possess strong interpersonal oral and written communication skills and have the ability to work self-directed.
- Background in Information Science is an advantage

Number of required hours: 40 per week (Flexible)

Paid / unpaid: Unpaid

SIP#2008/8 (Two positions)

Office / Organization: Economic Section

Job Description:

- Assist with economic research and data collection on a wide range of topics such as macroeconomic policy, intellectual property rights (IPR), energy, transportation, free trade agreements (FTA), United Nations Economic and Social Commission for Asia and the Pacific (UN ESCAP), environment, health, and human trafficking;
- Work closely with professionals and diplomats via telephone, email, and network shared drives;
- Assist with logistics, scheduling, newspaper clipping and filing;
- Provide clerical support to a full range of office operations.

Job Qualifications:

- Candidate must be currently enrolled in school of economics and have knowledge of Thai politics and government agencies with an interest in international relations;
- Candidate must demonstrate a proficiency in Microsoft Word, Excel, PowerPoint and Internet skills.
- Candidate must be proficient in English and Thai.
- Candidate must possess strong interpersonal oral and written communication

skills and have the ability to work self-directed.

Number of required hours: 40 per week (Flexible)

Paid / unpaid: Unpaid

SIP#2008/9 (One position)

Office / Organization: Regional Employee Development Center

Job Description:

- Provide clerical support to a full range of office operations;
- Assist in the preparation of power point presentations as well as training materials / handouts for various courses / workshops;
- Obtain participants' feedback and generating course evaluation reports;
- Gather pertinent information to upkeep and update REDC database regarding nationwide and worldwide training institutes;
- Keep all training records up-to-dated;
- Research information concerning course syllabus and / or outline as assigned.

Job Qualifications:

- Candidate must demonstrate a proficiency in Microsoft Word, Excel, PowerPoint and Internet skills.
- Candidate must be proficient in English and Thai.
- Candidate must possess strong interpersonal oral and written communication skills and have the ability to work self-directed.

Number of required hours: 40 per week (Flexible)

Paid / unpaid: Unpaid

SIP#2008/10 (Two positions)

Office / Organization: Political Section

Job Description:

- Support Political Specialists in the Political Section;
- Organize filing press items both papers and electronics in database;

- Conduct basic research for bio data used by the Section;
- Prepare/update briefing materials as required;
- Provide logistical support for visitors;
- Assist in Administrative / Clerical work;
- Act as a back up translator as requested.

Job Qualifications:

- Candidate must demonstrate a proficiency in Microsoft Word, Excel, PowerPoint and Internet skills.
- Candidate must be proficient in English and Thai.
- Candidate must possess strong interpersonal oral and written communication skills and have the ability to work self-directed.
- Educational background in Social Science or related field.

Number of required hours: 40 per week (Flexible)

Paid / unpaid: Unpaid

SIP#2008/11 (One position)

Office / Organization: Protocol Office

Job Description:

- Provide back up support to officers in the Protocol Office;
- Assist with the overall preparations of the July 4th event;
- Input and update computerized database;
- Type and translate project related documents;
- Assist in receiving and screening incoming calls.

Job Qualifications:

- Candidate must demonstrate a proficiency in Microsoft Word, Excel, PowerPoint and Internet skills.
- Candidate must be proficient in English and Thai.
- Candidate must possess strong interpersonal oral and written communication skills and have the ability to work self-directed.

Number of required hours: 40 per week (Flexible)

Paid / unpaid: Unpaid

SIP#2008/12 (Two positions)

Office / Organization: Financial Management Center

Job Description:

- Assist in special projects in relation to accounting and financial management functions.

Job Qualifications:

- Candidate must be majoring in accounting.
- Candidate must demonstrate a proficiency in Microsoft Word, Excel, PowerPoint and Internet skills.
- Candidate must be proficient in English and Thai.
- Candidate must possess strong interpersonal oral and written communication skills and have the ability to work self-directed.

Number of required hours: 40 per week (Flexible)

Paid / unpaid: Unpaid

SIP#2008/13 (Two positions)

Office / Organization: Regional Human Resources Office

Job Description:

- Input and update computerized database;
- Organize subject files in accordance with the Embassy guidelines;
- Assist in receiving and screening employment applications;
- Assist in organizing special activities;
- Perform other duties as assigned.

Job Qualifications:

- Candidate must demonstrate a proficiency in Microsoft Word, Excel, PowerPoint and Internet skills.
- Candidate must be proficient in English and Thai.
- Candidate must possess strong interpersonal oral and written communication skills and have the ability to work self-directed.

Number of required hours: 40 per week (Flexible)

Paid / unpaid: Unpaid

SIP#2008/14 (Two positions)

Office / Organization: Local Security Office Section, Regional Security Office

Job Description:

- Input and update data in the FSN Background Investigations files;
- File and organize for various LSY programs;
- Assist in processing fingerprints, police checks, and local name checks;
- Input Contractor access program data entry;
- Assist in Residential Security Program as needed;
- Assist tasks as the supervisor requests.

Job Qualifications:

- Candidate must demonstrate a proficiency in Microsoft Word, Excel, PowerPoint and Internet skills.
- Candidate must be proficient in English and Thai.
- Candidate must possess strong interpersonal oral and written communication skills and have the ability to work self-directed

Number of required hours: 40 per week (Flexible)

Paid / unpaid: Unpaid

SIP#2008/15 (One position)

Office / Organization: Foreign Commercial Service Office

Job Description:

- Provide supports to the commercial specialists including administrative supports and trade promotion;
- Assist in market research and CMS database projects.

Job Qualifications:

- Candidate must be currently enrolled in school of Marketing, Business Administration, Economics, or International Business Management.
- Candidate must demonstrate a proficiency in Microsoft Word, Excel, PowerPoint and Internet skills.
- Candidate must be proficient in English and Thai.
- Candidate must possess strong interpersonal oral and written communication skills and have the ability to work self-directed.

Number of required hours: 40 per week (Flexible)

Paid / unpaid: Unpaid

SIP#2008/16 (One position)

Office / Organization: U.S. Patent and Trade Mark Office

Job Description:

- Search and summarize information from reference sources;
- Provide first-handed review and summarize the new development law;
- Assist to research the Intellectual Property Law in the region;
- Assist in other related duties as applicable.

Job Qualifications:

- Candidate must be currently enrolled in school of Law;
- Candidate must demonstrate a proficiency in Microsoft Word, Excel, PowerPoint and Internet skills.
- Candidate must be proficient in English and Thai.
- Candidate must possess strong interpersonal oral and written communication skills and have the ability to work self-directed.

Number of required hours: 40 per week (Flexible)

Paid / unpaid: Unpaid

SIP#2008/17 (One position)

Office / Organization: Human Resources Section, Executive Office, United States Agency for International Development

Job Description:

- Assist HR team in various aspects of Human Resources which include recruitment / employment, training, travel management, and HR administrative tasks i.e. filing / up-keeping HR-related documents;
- Develop tracking system and other jobs as required.

Job Qualifications:

- Candidate must be currently enrolled in school of Human Resources, Liberal Arts, Public Administration, Humanities, Education, Political Sciences or a related field;
- Candidate must demonstrate a proficiency in Microsoft Word, Excel, PowerPoint and Internet skills.
- Candidate must be proficient in English and Thai.
- Candidate must possess strong interpersonal oral and written communication skills and have the ability to work self-directed

Number of required hours: 40 per week (Flexible)

Paid / unpaid: Unpaid

SIP#2008/18 (One position)

Office / Organization: Property Management (PPM) and Procurement Section, Executive Office, United States Agency for International Development

Job Description:

- Provide support in general office management and procurement services;
- Update expendable – non-expendable property records and stock cards;
- Assist PPM and procurement team developing filing and tracking system;
- Contact with various vendors for purchase requests and purchase orders;
- Coordinate with agency's secretaries for supply request and other jobs as assigned.

Job Qualifications:

- Candidate must be currently enrolled in school of Business Administration, Liberal Arts, Public Administration, or a related field;
- Candidate must demonstrate a proficiency in Microsoft Word, Excel,

PowerPoint and Internet skills.

- Candidate must be proficient in English and Thai.
- Candidate must possess strong interpersonal oral and written communication skills and have the ability to work self-directed

Number of required hours: 40 per week (Flexible)

Paid / unpaid: Unpaid

SIP#2008/19 (Two positions)

Office / Organization: Office of Public Health (OPH), United States Agency for International Development

Job Description:

- Provide general administrative assistance and secretarial back up support to the HIV/AIDS activities and Avian Influenza and other infectious diseases activities;
- Serve as program and / or technical assistant in HIV/AIDS and Infectious diseases;
- Provide simple non-technical translation to project related-documents;
- Maintain newspaper clipping files on relevant project items;
- Update computerize database;
- Assist with visa applications and travel related issues;
- Systematically organize references materials / library and to provide copying and assembling briefing books as required.

Job Qualifications:

- Candidate must be currently enrolled in school of Liberal Arts, Public Administration, Humanities, Political Sciences, Sociologies, Education, or a related field;
- Candidate must demonstrate a proficiency in Microsoft Word, Excel, PowerPoint and Internet skills.
- Candidate must be proficient in English and Thai.
- Candidate must possess strong interpersonal oral and written communication skills and have the ability to work self-directed

Number of required hours: 40 per week (Flexible)

Paid / unpaid: Unpaid

SIP#2008/20 (Two positions)

Office / Organization: Regional Office of Procurement (ROP), United States Agency for International Development

Job Description:

- Provide administrative and secretarial support to ROP;
- Manage and maintain of official office documents i.e. hard-copy procurement files / agreements;
- Assist office's secretary on travel arrangement;
- Maintain office supply;
- Coordinate meeting and general office support as required.

Job Qualifications:

- Candidate must be currently enrolled in school of Liberal Arts, Public Administration, Political Sciences, Humanities, Education, or a related field;
- Candidate must demonstrate a proficiency in Microsoft Word, Excel, PowerPoint and Internet skills.
- Candidate must be proficient in English and Thai.
- Candidate must possess strong interpersonal oral and written communication skills and have the ability to work self-directed

Number of required hours: 40 per week (Flexible)

Paid / unpaid: Unpaid

SIP#2008/21 (One position)

Office / Organization: Afghanistan Procurement Support Office (APSO), United States Agency for International Development

Job Description:

- Provide general secretarial support to the APSO activities;
- Assist travel arrangement, systematically organize contracting documents and the office's filing system;

- Copy and assemble documents for the office and assist for any duties as assigned.

Job Qualifications:

- Candidate must be currently enrolled in school of Liberal Arts, Public Administration, Political Sciences, Humanities, Education, or a related field;
- Candidate must demonstrate a proficiency in Microsoft Word, Excel, PowerPoint and Internet skills.
- Candidate must be proficient in English and Thai.
- Candidate must possess strong interpersonal oral and written communication skills and have the ability to work self-directed

Number of required hours: 40 per week (Flexible)

Paid / unpaid: Unpaid

SIP#2008/22 (One position)

Office / Organization: Regional Environment Office (REO), United States Agency for International Development

Job Description:

- Provide secretarial and administrative support to REO which includes up-keeping / tracking / filing / organizing office's documents, folders, letters as well as electronics files;
- Assist office's secretary for travel arrangement i.e. visa request, prepare travel order etc.;
- Assist in other duties as assigned.

Job Qualifications:

- Candidate must be currently enrolled in school of Liberal Arts, Public Administration, Humanities, Political Sciences, Sociologies, Education, or a related field;
- Candidate must demonstrate a proficiency in Microsoft Word, Excel, PowerPoint and Internet skills.

- Candidate must be proficient in English and Thai.
- Candidate must possess strong interpersonal oral and written communication skills and have the ability to work self-directed

Number of required hours: 40 per week (Flexible)

Paid / unpaid: Unpaid

SIP#2008/23 (Two positions)

Office / Organization: General Development Office (GDO), United States Agency for International Development

Job Description:

- Provide secretarial and administrative support to REO which includes data entry and data management / prepare and update visitors list and mission calendar / maintain office supplies / organizing office's documents, folders, letters as well as electronics files;
- Assist in other duties as assigned.

Job Qualifications:

- Candidate must be currently enrolled in school of Liberal Arts, Public Administration, Humanities, Political Sciences, Sociologies, Education, or a related field;
- Candidate must demonstrate a proficiency in Microsoft Word, Excel, PowerPoint and Internet skills.
- Candidate must be proficient in English and Thai.
- Candidate must possess strong interpersonal oral and written communication skills and have the ability to work self-directed

Number of required hours: 40 per week (Flexible)

Paid / unpaid: Unpaid

SIP#2008/24 (One position)

Office / Organization: Office of U.S. Foreign Disaster Assistance (OFDA), United

Job Description:

- Provide full range of secretarial services and clerical functions to OFDA which includes respond to incoming telephone call and visitors / schedule meeting / draft letter, memo and report / prepare and update visitors list and mission calendar / provide logistics support to office's personnel / prepare country clearance cable / maintain office supplies;
- Assist in other duties as assigned.

Job Qualifications:

- Candidate must be currently enrolled in school of Liberal Arts, Public Administration, Humanities, Political Sciences, Sociologies, Education, or a related field;
- Candidate must demonstrate a proficiency in Microsoft Word, Excel, PowerPoint and Internet skills.
- Candidate must be proficient in English and Thai.
- Candidate must possess strong interpersonal oral and written communication skills and have the ability to work self-directed

Number of required hours: 40 per week (Flexible)

Paid / unpaid: Unpaid

SIP#2008/25 (One position)

Office / Organization: Office of Financial Management (OFM), United States Agency for International Development

Job Description:

- Provide secretarial support to Financial Office which includes up-keeping / tracking office's document, filing / organizing financial-related document, folders, letters as well as electronics files;
- Assist in office's secretary for travel arrangement i.e. visa request, prepare travel order etc.;
- Assist in other duties as assigned.

Job Qualifications:

- Candidate must be currently enrolled in school of Liberal Arts, Public Administration, Political Sciences, Humanities, Education, or a related field;
- Candidate must demonstrate a proficiency in Microsoft Word, Excel, PowerPoint and Internet skills.
- Candidate must be proficient in English and Thai.
- Candidate must possess strong interpersonal oral and written communication skills and have the ability to work self-directed

Number of required hours: 40 per week (Flexible)

Paid / unpaid: Unpaid

SIP#2008/26 (Two positions)

Office / Organization: Center for Disease Control (CDC), **Nonthaburi Office**

Job Description:

- Provide back up supports to CDC offices include answering telephone calls, organizing documents in accordance with offices' guidelines and performing clerical works;
- Assist to input and update computerized database;
- Assist to make photo copies for travel / finance / accounting documents as requested;
- Perform other duties as assigned.

Job Qualifications:

- Candidate must demonstrate a proficiency in Microsoft Word, Excel, PowerPoint and Internet skills.
- Candidate must be proficient in English and Thai.
- Candidate must possess strong interpersonal oral and written communication skills and have the ability to work self-directed.

Number of required hours: 40 per week (Flexible)

Paid / unpaid: Unpaid

Remark: The duty station is located in Nonthaburi

SIP#2008/27 (One position)

Office / Organization: Container Security Initiative (CSI), **Laem Chabang Office**

Job Description:

- Provide administrative back-up support to CSI team;
- Organize working files in accordance with the office guidelines;
- Input and update computerized database;
- Assist in receiving and screening telephone calls;
- Assist in organizing special activities such as meeting, tours etc.;
- Draft letters / report summary based on office template;
- Perform other duties as assigned.

Job Qualifications:

- Candidate must demonstrate a proficiency in Microsoft Word, Excel, PowerPoint and Internet skills.
- Candidate must be proficient in English and Thai.
- Candidate must possess strong interpersonal oral and written communication skills and have the ability to work self-directed.

Number of required hours: 40 per week (Flexible)

Paid / unpaid: Unpaid

Remark: The duty station is located in Laem Chabang, Chonburi